



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

December 1, 2010

MEMORANDUM

TO : Impact Aid Program Section 8002 Applicants
State Representatives for Impact Aid
Others Interested in the Impact Aid Program

FROM : Delores J. Barber, Acting Director
Impact Aid Program

SUBJECT: Fiscal Year (FY) 2012 Impact Aid Section 8002 Application
Due **January 31, 2011** - Memorandum #2011-02

The Impact Aid Section 8002 electronic application is now open for you to use on-line at <http://e-grants.ed.gov>. The enclosed "Easy Steps" document will guide you in getting started. You will find full application instructions and other information documents as well as a **new, required, Table 1 Worksheet** posted inside the **e-Application**. We urge you to start working with your application well before the due date.

Revised Worksheet for Estimating the Value of Federal Property

You will find among the documents posted inside the **e-Application** a link to a Microsoft Excel worksheet that you must complete as part of your application. The revised Table 1 Worksheet is to be completed by the local official who completes Table 1 and structures the process of developing reasonable estimates of the value of the eligible Federal property in the school district.

The revised Table 1 Worksheet is based on the procedures described in the Final Rule published in the Federal Register on November 20, 2008. That Final Rule is also posted with the application instructions inside the **e-Application**. Please review the rule and the Table 1 Worksheet, and share these documents with the local tax official who completes Table 1. The local official must apply the regulations in completing the Table 1 Worksheet to prepare the estimated value of Federal property reported on Table 1 of the application.

For the FY 2012 application, you are in the third year of the Three-Year Cycle described in the Final Rule and the application instructions. You should have established an estimated assessed value (EAV) using these procedures for the FY 2010 application. You must complete the Table 1 worksheet using the same adjacent taxable properties that were used for FY 2010 and FY 2011, but you will need to update the values and acreages of those taxable properties if they have changed since the FY 2011 application. If a previously selected taxable adjacent property became unsuitable because it changed assessment classification, became tax-exempt or underwent a change in character, you must substitute a similar taxable property from the same expected use category. *If you use recent sales for your properties, make sure you follow the instructions for allowable recent sales, and prepare your documentation of recent sales to be submitted to the Impact Aid Program office when requested.*

The completed Table 1 Worksheet must be uploaded into the e-Application before you submit the application on-line. Please review the application instructions for a full explanation of this form.

In addition, you need to obtain the information necessary to provide accurate information for Table 3, which will be compared to the values on Table 1. You need to accurately provide the total number of acres of each taxable type of property and the total taxable value of each type of property. Table 3 will be reviewed in comparison to the information provided on Table 1 to determine reasonableness of your estimated assessed value of the federal property.

Information provided for Tables 1 and 3 that is not verifiable or does not appear reasonable could delay the review and approval of your application for payment.

Register with your Impact Aid Number

If you have not previously used e-Application, you should register now to get an e-Application username and password. Do this right away, even if you are not ready to start working with your application. The enclosed “Easy Steps” instruction will walk you through the registration process.

Submit before 4:30 p.m., Washington, D.C. time, January 31

The deadline for electronic submission of the e-Application is 4:30 p.m. Washington, D.C., time on January 31. In addition to submitting electronically, you also must submit **signature pages by fax** or as a **PDF document by e-mail** on or before February 3, but the pages must be signed by the deadline for your application to be considered complete and timely. Our fax number is **866-799-1272**. As an alternative to faxing your signature pages, you can scan your signature pages to a PDF document and send them as an e-mail

attachment to Impact.Aid@ed.gov. Set up your e-mail with an automatic return receipt and keep your e-mail receipt as your proof of submission.

A complete application must contain all the required forms, including all signature pages as well as appropriate tables. Do not wait until the last minute to submit your application and fax the signature pages. Each year, some applicants submit late after waiting too long to begin the process, incurring the 10 percent penalty. The **e**-Application system will continue to accept late applications and amendments after the due date. Once you submit an **e**-Application, you may amend it until September 30, 2011.

How to Get Help

Call the toll-free customer service hotline at 888-336-8930 (TTY 866-697-2696) if you encounter difficulties registering or working with the electronic application. If you have questions about the content of your Impact Aid application, however, you should call us here at the Impact Aid Program at 202-260-3858 or e-mail Impact.Aid@ed.gov.

Enclosure:

Easy Steps for Impact Aid **e**-Application Users